

22 February 1973

STANDARD OPERATING PROCEDURE

H-20-3 This supersedes H-20-3 dated 29 August 1972

STAFF DUTY OFFICER

1. PURPOSE: This SOP, establishes procedures for maintaining a Detachment Staff Duty capability during non-working hours, holidays and weekends.
2. SCOPE: The provisions of this SOP will govern the functions and establish the responsibilities of the Staff Duty Officer (SDO).
3. RESPONSIBILITY: Staff Duty Officers will be responsible for adherence to the provisions of this SOP.
4. DEFINITIONS: The term Staff Duty Officer as used herein refers to the individual who has the responsibility for acting as the focal and/or action point for decisions and subsequent actions in the absence of the DETCO.
5. APPLICABILITY: All Detachment personnel (civilian, military, and technical representatives) with the exception of communications operators and contract security assistants will be assigned Staff Duty Officer functions.
6. PROCEDURES:

A. Staff Duty Officer Assignment:

1. The Director of Support shall publish a schedule of Staff Duty Officer assignments. Individuals subject to this duty may arrange among themselves to exchange a tour of duty provided the Director of Support is informed in advance of the change. He in turn will post the change on the SDO bulletin board. In addition, the Security Office will be notified by the individuals when a switch is made.

2. Periods of Duty: During the work week, the duty period will be from 1530 until 0700 the following day. The weekend duty periods are as follows:

1530 Friday to 1200 Saturday

1200 Saturday to 1200 Sunday

1200 Sunday to 0700 Monday

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STAFF DUTY OFFICER ASSIGNMENT					
OFFICE	NAME	PHONE	EXTENSION	NOTES	INFO
D/SA			10		✓
EXO			11		
D/OPS			12		✓
SAS			13		
IDBA	✓		14		
WX			15		✓
INTEL			16		
CC			17		
COMMO		✓	18		
SS		✓	19		
TB					

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B. The Director of Support shall maintain a Staff Duty Officer procedures/log book which will be kept in the Security Office when not in use by the SDO. Included therein are the following items:

1. SOP H-20-3 Weekend and Holiday Staff Duty Officer.
2. SOP H-20-4 Personnel Recall to Duty.
3. SOP H-20-5 Instructions for Cable Preparation.
4. SOP H-50-23 Severe Weather Plan
5. Copy of memorandum from Detachment Commander to Chief, Communications, subject; Preparation and Distribution of Cables Bearing Special Hold-Down Indicators and Authorization to Receive and Release Cables.
6. List of personnel, phone numbers and addresses.
7. Duty Officer's Log Sheet.

C. The SDO's Directorate is responsible for providing a vehicle for use by the SDO during the tour of duty.

D. Specific Functions of the Staff Duty Officer:

1. The SDO shall keep the Hangar Security Guard informed of his location on the Base. The Communications Technician will review the incoming traffic and notify the appropriate actionees of immediate and priority messages. The Communications Technician will notify the SDO of an alert who in turn will convey to the DETCO, D/O, D/M, Director of Support and Director of Security the code for the impending alert. Normally, actionees will be notified prior to 0900 hours. The monthly recall numerical code will be used when conveying alert information by telephone. The Directors will notify the appropriate personnel of an alert. Only the numerical code will be used and amplification of its interpretation will not be discussed on the telephone. Normally, dial telephones will be used for telephone calls originated by the SDO. In the event the detachment military phone service is inoperative, and there is a mission alert, the SDO will have the [REDACTED] duty officer place a long distance call to the desired number over the local

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Approved For Release 2001/08/26 : CIA-RDP33-02415A000600040077-6

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commercial phone system. In the latter instance only the Detachment Commander will be called and after advising the applicable numerical code the SDO will then state he is calling by other than military dial phone and ask the Detachment Commander to contact the remaining Staff personnel. The SDO must remain on base during his tour of duty with the following exceptions:

a. U.S. Holiday falling on Tuesday, Wednesday or Thursday:

The tour of duty shall be from 1530 the day preceding the holiday until 0700 the morning of the holiday. The Communications Technician will review traffic the morning of the holiday providing a tech is on duty. If a mission alert is received, the SDO must remain on Base. If a message requires prompt attention, the SDO and Duty Communications Technician must remain on Base until the required action is accomplished. If no mission alert is received and no traffic requires action the SDO may leave Base and return to his residence.

b. U.S. Holiday Falling on a Friday:

The tour of duty shall commence 1530 hours the day preceding the holiday. The Communications Duty Technician will review the traffic the morning of the holiday providing tech is on duty. If a mission alert is received, the SDO must remain on BASE. If a message required prompt attention, the SDO must remain on BASE until the required action is accomplished. If no mission alert is received and no traffic requires action the SDO may leave BASE and return to his residence. The SDO will return to duty 0700 Saturday to continue his tour of duty until relieved by the next SDO at 1200 hours.

c. U.S. Holiday Falling on a Monday:

The SDO scheduled from 1530 hours Friday through 1200 hours Saturday is a normal tour of duty and SDO must remain on base. However, the SDO tour from 1200 Sunday through 0700 Tuesday will perform his duty in the following manner: He must be on base from 1200 Sunday until 0900 Monday morning when the morning traffic is reviewed providing a duty tech is scheduled for duty. If we are in receipt of a mission alert, the SDO must remain on base.

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If message traffic requires prompt attention, the SDO must remain on Base until all required action is accomplished. If we are not in receipt of a mission alert, and message traffic does not require prompt attention, the SDO may leave the base and return to his residence.

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(1) If the SDO leaves his residence he must notify the Hangar Security Guard where he can be contacted. The SDO will only be at locations where there is a phone. He will provide the Hangar Security Guard with that number. Messages for the SDO will be given to him directly and will not be given to [REDACTED] or a member of his family.

(2) The SDO shall be prepared to react to any and all situations affecting the Detachment by taking action or rendering decisions not affecting policy decision (other than operational/flying matters) is required the Detachment Commander or the Director of Support (in turn) will be contacted if at all possible prior to action being taken. In the event an operational (flying activity) decision is required the Detachment Commander, the Director of Operations, or the Director of Materiel will be contacted prior to action being taken. In either of the foregoing situations, if neither of the listed persons (whichever is appropriate) can be contacted the Staff Duty Officer will render a decision to the best of his ability and will take appropriate action. As soon thereafter as possible the Staff Duty Officer will notify the Detachment Commander or a Directorate Head of action taken.

(3) The Staff Duty Officer will maintain a chronological record of events occurring during his tour of duty. The appropriate form (Attachment #1 therefore will be a part of the Procedures/Log Book.

E. Delegation of Authority:

The Staff Duty Officer will act on behalf of the Detachment Commander when personnel. Ref paragraph D.2., above, cannot be contacted.

F. Access to Cable Traffic:

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The Staff Duty Officer (with the exception of the technical representatives) will be afforded access to all cable traffic except [REDACTED] SI and special code word cables. In the event immediate action must be taken on above type traffic the Detachment Commander and any personnel authorized access to particular type traffic involved will be contacted immediately. The communications technician on duty may pass

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partial information to the Staff Duty Officer (SI and code word traffic may not be passed to SDO unless he has the SI clearance) if timing of required actions is so critical as to preclude awaiting the arrival of the Detachment Commander or other appropriately authorized personnel.

G. Overtime:

Personnel assigned as Staff Duty Officer will be compensated by payment or equivalent time off consistent with Organization regulations.



Detachment Commander

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